



**Auxiliary Telecommunications Operator  
Personal Qualification Standard  
(TCO-PQS)**

# **Mentoring Guide**

**March 2009**

## CD-ROM Reference Documents

- [Auxiliary Operations Policy Manual](#), COMDTINST M16798.3 (series)
- [Boat Crew Seamanship Manual](#), COMDTINST M16114.5 (series); Chapter 11
- [Auxiliary Aviation Training Manual](#), COMDTINST M16798.5 (series); chapter 6
- [Telecommunications Manual](#) (TCM) COMDTINST M2000.3 (series)
- [Radiotelephone Handbook](#), COMDTINST M2300.7 (series)
- [U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement, COMDTINST M16130.2 \(series\)](#)
- [Communications Watchstander Qualification Guide](#), COMDTINST M16120.7 (series)
- [AUXCOM](#) – U.S. Coast Guard Auxiliary Communications Course
- Chapter 6, ACP125 [Allied Communication Publications](#), Communications Instructions, Radio Telephone Procedures.
- [Chart No. 1](#), NOAA Nautical Chart Symbols and Abbreviations
- NOAA or Corps of Engineers chart of local area
- [United States Coast Pilot, Vol. 1-9](#) as applicable to the local area
- [Light List, Vol. 1-7, COMDTINST M16502](#) (series), as applicable to the local area
- [Appendices A-I](#) to the Auxiliary Telecommunications PQS Manual & Mentoring Guide

## Reference documents to be obtained locally

- NOAA Tide Tables, as applicable to the local area
- Telephone Directory, as applicable to the local area

## **INSTRUCTIONS FOR USE OF THIS GUIDE**

This Mentoring Guide is designed for use in assisting both the Mentor and the candidate for TCO qualification (the "mentee") in completing the USCGAUX Telecommunications Operator Personal Qualification Standard (TCO-PQS). Most of the necessary files and relevant documents are included on the CD-ROM which contains this Guide.

Computer requirements for accessing these files consist of an operating system that is Windows 2000 or later (Windows XP or Windows Vista). Software for reading "pdf" files (Adobe Acrobat) is required and the CD contains in a folder named Reader 9, the needed setup file to install the software. In the event that a different setup file is required, an MS WORD file providing a link to download that software is provided.

The files are organized on the CDROM as follows:

### **Level 1 = TCO Mentor Documents**

**Level 2 = "Mentoring Slides"** – slides explaining the mentoring process

**Level 2 = Official PQS Guide** – contains a PDF file of the actual PQS document to be used by the mentor and candidate to complete the PQS and document the sign off's by the mentor. This file should be printed for the use of both the Mentor and the Candidate.

**Level 2 = TCO Reference DOCs –Complete** – contains the complete text of most of the general reference documents. NOT INCLUDED are those derived from purely local information such as Corps of Engineers' Charts, tide tables, and telephone directories.

**Level 3 = Individual files containing referenced manuals**

**Level 3 = NOAA Chart No. 1**

**Level 3 = Coast Pilots**

**Level 3 = NGA Light Lists**

**Level 3 = Mentoring Guide Appendices**

**Level 3 = Example Radio Manual**

## Delivery through Mentoring

Merriam-Webster's Collegiate Dictionary defines the word mentor as "a trusted counselor or guide, tutor, coach." Practically speaking, mentoring can be described as a close developmental relationship between experienced and less experienced individual leading to a legacy of shared knowledge and skills. Many successful corporations, including IBM, Microsoft, Boeing, Hewlett Packard, Intel, and Xerox have derived great value from their corporate mentoring programs. Corporate mentoring programs have been deployed to support the development of current and future leaders, retaining high potential individuals, and managing collective or institutional knowledge.

The Coast Guard has long recognized the importance of mentoring as one of its 28 Leadership Competencies. Mentoring is part of the Coast Guard's Leadership and Professional Development (CG-133) Program. This document states that:

"Mentoring is a traditional method for orienting and training those new to the Coast Guard, as well as a valuable means of supporting the development - even accelerating the professional growth - of experienced employees, middle managers, and executives. Individuals who share knowledge, experiences, and skills to benefit someone else provide valuable leadership."

"All workforce members including active duty, reservists, civilian employees, and Auxiliarists, regardless of responsibility level, can benefit from mentoring anytime during a career. Just as we need to be mentored in order to continually learn, we also learn through teaching others. Ultimately, the Coast Guard improves as an organization through the performance improvement of our people."

From the perspective of the auxiliary and its mission, mentoring hold the continued promise of an efficient and effective means to accelerate the transfer of skills from the experienced to the less experienced members. It's a process that not only rewards the mentee but provides the mentor with an opportunity to learn through teaching others. Mentoring is being utilized for the Telecommunications Operator PQS because:

- Mentoring is a proven Coast Guard method that **accelerates** the transfer of skills
- It quickly and efficiently taps the skills of our tenured watchstander population
- It benefits both the mentee and the mentor as well as the CG
- Mentoring works well with skill based material
- Mentoring builds on the fact that each individual learns skills at a different pace
- The mentor can add emphasis where individually required
- Allows the mentee to select their own order of study
- Avoids the potential pitfalls of class room training with multiple students on multiple learning tracks

The bottom line is that mentoring is an extremely efficient means of transferring skills from our experienced to our less experienced members. As stated above, the mentees benefit, the mentor benefits, and the Coast Guard Auxiliary benefits from the process. **So, why not become a Coast Guard Auxiliary mentor, mentee, or both?**

CTRL +Click this link to go to slides: [Mentoring Slides](#)

## Background & Introduction

### Background

Radio communications in the US Coast Guard Auxiliary have undergone extensive changes in recent years, and will continue to evolve. The advent and use of new technologies, the implementation of Rescue 21, the implementation of GMDSS (Global Marine Distress and Safety System) and new roles for the Auxiliary post-9/11 have driven many of these changes. The qualification of Auxiliary communicators must be better linked to actual telecommunications operation and minimum standards for such operations.

As a result, it is clear that the current and future “comms.” eligibility based upon completion of the AUXCOM class needs to be updated. Auxiliarists are now required to perform tasks and fulfill duties for which AUXCOM no longer provided adequate training or guidance

A standardized level of qualification will allow increased interoperability with Coast Guard units and other agencies and will also allow improved response capability during contingency operations.

The Qualification Standard detailed herein is not related to the AUXCOM specialty as a part of the AUXOP program, but rather is an entirely new qualification program within the Operations - Response Department of the Auxiliary. Certification is based on the successful accomplishment of specific tasks, as in other auxiliary programs. Operators may then be qualified and certified with assurance that they have been trained to standard.

### Introduction

Effective 1 August 2008, a new Personal Qualification (PQS) for Auxiliary Telecommunications was approved by the Auxiliary and CG-5421. The PQS is a task-oriented qualification guide, designed to provide the members with focused training and enhanced skills to deal with both internal and external radio communications. Successful completion of the PQS will qualify the candidate as a Telecommunications Operator (TCO).

Current “comms” eligibility, based upon the completion of the AUXCOM class accomplished prior to the, 1 August 2008, effective date of this Standard, will remain in effect indefinitely.

After the, 1 August 2008, effective date of this Standard, completion of the qualification detailed in this Standard is required for all new communications qualifications.

Individuals currently “comms” eligible, as of 1 August 2008, are encouraged, but not required to meet the qualifications detailed in this Standard.

The qualification detailed in this Standard does not apply to and is not required for operations of those radios that are a part of surface or air facilities when those facilities are in operations under orders.

## Personal Qualification Standard (PQS) Overview

Effective 1 August 2008, all new applicants for fixed land or land mobile radio facility certification and/or operation must be certified as a TCO. However, current AUXCOM-rated will continue to be eligible for facility ownership and operation indefinitely, as long as their AUXCOM was earned prior to August 1, 2008. All radio communicators, AUXCOM or not, are encouraged to achieve the TCO qualification through completion of this PQS. Telecommunications PQS completion is designed to be a mentored process as described in the PQS document, and to be implemented primarily at the flotilla level. **Rather than formal class room training, this content is designed to be absorbed through the mentoring process.** Through this process, the applicant is required to learn, practice and perform a collection of specific tasks. In addition, they are required to complete a set of reading and practical assignments that provide policy and background information for the required tasks. During periodic meetings with their mentor, each task will be demonstrated or tested to determine the applicant's level of proficiency.

This PQS Mentoring Guide will be available on-line from the National Auxiliary Operations Web site and from the Auxiliary National Supply Center.

The Telecommunications PQS and its elements were adopted and became effective as of 1 August 2008. Members holding AUXCOM earned prior to 1 August 2008 may continue to operate and own radio facilities.

Successful completion of this PQS and certification as a TCO is now required for any Auxiliarist operating a radio facility under orders or applying for a radio facility certification after 1 August 2008 (unless prior AUXCOM-rated). Trainees may continue to operate radio facilities under the direct supervision of a TCO or AUXCOM-rated (prior to 1 August 2008) member.

All members operating radio facilities are encouraged to qualify as a TCO, whether prior AUXCOM or not.

Operation of radios on auxiliary aircraft and vessels, under orders, is unaffected. Boat Crew and or Flight Crew qualification will continue, as presently constituted, to provide training and authorization for use of vessel or aircraft radios.

Telecommunications PQS completion is designed as a mentored process as described in this PQS Guide. Implementation will primarily take place at the flotilla level.

Once a member completes his/her Telecommunications PQS, through the mentoring process, it shall be reviewed and approved by a communications staff officer (CM) who holds either AUXCOM (earned prior to 1 August 2008) or TCO.

The completed and CM-approved Telecommunications PQS shall be submitted to DIRAUX for certification and entry into AuxData.

Radio facility inspections may only be conducted by a Communications Staff Officer who has successfully completed the TCO PQS or AUXCOM (prior to 1 August 2008), or a member (not Comms Staff Officer) who has completed the required qualification and been specifically designated by the Director.



## **Telecommunications Qualification and Standards**

### **Tasks for TCO Qualification**

#### **Task ATQ-01-01-TCO**

**Task:** Operate the Unit's Radios

**References:**

- a. [Auxiliary Operations Policy Manual](#) ANNEX 4, COMDTINST M16798.3 (series)
- b. Chapter 11 [Boat Crew Seamanship Manual](#), COMDTINST M16114.5 (series)
- c. Operator's Manual for the specific radio --- [Sample Manual](#)
- d. Appendix I --- [VHF Frequencies](#)

**Conditions:** Task must be performed in an ACU or unit communications center using each type of radio commonly used by the unit for radio/telephone traffic. Tasks may be done at any time.

**Standards:** The trainee must, without error, identify and operate the controls for each of the unit's radios.

**Performance Criteria:**

Adjust radio operating controls and features identified including, if applicable:

- On/Off
- Volume
- Squelch
- Hi/Lo power
- Dimmer
- Monitor
- Frequency/Channel Select
- International/Canadian/USA Selection
- Weather Select
- Microphone
- Scanner (if applicable)
- Direction Finder (if applicable)



- \_\_\_\_\_ Turn radio on.
- \_\_\_\_\_ Adjust squelch to point where static just disappears.
- \_\_\_\_\_ Adjust volume control to desired level.
- \_\_\_\_\_ Demonstrate Channel 16 selection
- \_\_\_\_\_ Demonstrate working channel selection
- \_\_\_\_\_ Demonstrate and explain Hi/Lo power selection and use
- \_\_\_\_\_ Demonstrate microphone use.
- \_\_\_\_\_ Demonstrate scanner use (if applicable) and explain difficulties that may arise from the use of a scanner.
- \_\_\_\_\_ Demonstrate Direction Finder use (if applicable)

**MENTOR COMMENTS:**

**Mentor/Instructor's Name** \_\_\_\_\_ **EMPID** \_\_\_\_\_

**Mentee Name** \_\_\_\_\_ **EMPID** \_\_\_\_\_

## Task ATQ-01-02-TCO

**Task:** Demonstrate Basic Radio Procedure

References:

- a. [Auxiliary Operations Policy Manual, ANNEX 4](#) COMDTINST M16798.3 (series)
- b. Chapter 11 [Boat Crew Seamanship Manual](#), COMDTINST M16114.5 (series)
- c. Chapter 1, [Radiotelephone Handbook](#), COMDTINST M2300.7 (series)
- d. [Appendix H](#)
- e. [Appendix I](#)

**Conditions:** Task must be performed in an ACU or unit communications center using the VHF/FM transceiver normally used by the station for radio/telephone traffic. Tasks may be completed at any time using a short message (at least one paragraph as drafted by the mentor or telecommunications staff officer. These should be typical radio messages that a unit would normally transmit to one of their boats.

**Standards:** The trainee must send the messages a minimum of three times with no errors using the method described in the above listed reference (a).

### Performance Criteria:

- \_\_\_\_\_ Ensure radio is set to proper frequency or channel.
- \_\_\_\_\_ Ensure volume control is set high enough to hear weak signals through static or other interference.
- \_\_\_\_\_ Listen before transmitting to avoid breaking in on other transmissions.
- \_\_\_\_\_ Speak concisely and clearly.
- \_\_\_\_\_ Speak slowly to give receiving party a chance to receive the entire message.
- \_\_\_\_\_ Speak in a normal tone of voice.
- \_\_\_\_\_ Keep microphone approximately 1-2 inches from lips.
- \_\_\_\_\_ Use proper prowords, especially "over" or "out" at the end of each transmission.

### MENTOR COMMENTS:

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## Task ATQ-01-03-TCO

**Task:** Basic Telecommunications Skills

**References:**

- a. [Auxiliary Operations Policy Manual, ANNEX 4](#) COMDTINST M16798.3 (series)
- b. Chapter 11 [Boat Crew Seamanship Manual](#), COMDTINST M16114.5 (series)
- c. Chapter 1, [Radiotelephone Handbook](#), COMDTINST M2300.7 (series)
- d. [AUXCOM course](#)
- e. [Appendix F](#)
- f. [Appendix H](#)

**Conditions:** Tasks should be performed at any time at any location by successfully demonstrating ability in the task

**Standards:** In response to the mentor or telecommunications staff officer, the trainee must, without error, identify and explain the appropriate performance element.

**Performance Criteria:**

- \_\_\_\_\_ Demonstrate use of the standard phonetic alphabet (see Appendix F)
- \_\_\_\_\_ Demonstrate the makeup and usage of a telecommunications log.
- \_\_\_\_\_ Explain the procedure for operating on ACU under orders.
- \_\_\_\_\_ Explain the mechanisms of coordination with OIA or cognizant CG unit.
- \_\_\_\_\_ Explain which activities and missions must be coordinated or overseen by the OIA or cognizant CG unit
- \_\_\_\_\_ Demonstrate a simulated coordinated mission activity.
- \_\_\_\_\_ Successfully complete the following quiz:

**Quiz:**

The squelch control is adjusted until \_\_\_\_\_ disappears.

The volume control should be set high enough to hear \_\_\_\_\_ signals through static and other interference.

- 3. You should \_\_\_\_\_ before transmitting to avoid unauthorized break-in on established communications.
- 4. You should speak in a \_\_\_\_\_ tone of voice.
- 5. Do not transmit while surrounding persons are talking and do not \_\_\_\_\_ the microphone until you are ready to transmit.
- 6. Do not use profane or \_\_\_\_\_ language.
- 7. The \_\_\_\_\_ alphabet is used to spell difficult words which are hard to understand over the radio.
- 8. The radio pronouncement for the Arabic numeral "9" is \_\_\_\_\_.

**Mentor/Instructor's Name** \_\_\_\_\_ **EMPID** \_\_\_\_\_

**Mentee Name** \_\_\_\_\_ **EMPID** \_\_\_\_\_

9. The prowords "Correct" and \_\_\_\_\_ are used to indicate that was transmitted was correct.
10. The proword \_\_\_\_\_ is used to indicate the end of a transmission when nothing else follows.
11. The proword \_\_\_\_\_ is used to indicate the end of a transmission when a response is necessary.
12. The prowords \_\_\_\_\_ \_\_\_\_\_ mean that you are pausing for more than a few seconds.
13. Radio checks are conducted when communications with a unit is \_\_\_\_\_ or when a sender requests to know the strength or readability of the of the transmission received.
14. The international VHF-FM calling and safety frequency is 156.8 MHz, Channel \_\_\_\_\_.
15. The highest priority is a distress call. It is \_\_\_\_\_.
16. SECURITE, SECURITE, SECURITE is a \_\_\_\_\_ call.
17. When you use the radiotelephone you speak for, and to the boating public you are the voice of, the \_\_\_\_\_.
18. Violations of radio silence are \_\_\_\_\_.
19. You should \_\_\_\_\_ the push to talk button occasionally to allow another station to break in if necessary..
  
20. The proword "symbol for" is \_\_\_\_\_ used.
21. Before transmitting, be certain that you transmitter is set to the proper \_\_\_\_\_.
22. Avoid \_\_\_\_\_ calling and unofficial transmissions.
23. When transmitting messages, send only as \_\_\_\_\_ as the receiving operator can copy.
- 24 Normally, a vessel's \_\_\_\_\_ serves as its voice call sign.
25. When an aircraft is engaged in a SAR mission, the word \_\_\_\_\_ shall be included as part of the call sign.
26. Radio silence may be imposed or lifted only when \_\_\_\_\_ by a competent authority.

## MENTOR COMMENTS:

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## Task ATQ-02-01-TCO

**Task:** Controlling Communications with the Mariner

**Reference:**

a. [Appendix B Reading Assignment](#)

**Conditions:** Task should be performed at any time at any location by naming and explaining the significance or use of and demonstrating techniques for controlling communications.

**Standards:** In response to the mentor or telecommunications staff officer the trainee must without error, identify and explain the methods used for controlling communications.

**Performance Criteria:**

- \_\_\_\_\_ Demonstrate use of clear speech using even moderate rate. Trainee must be able to do this function as a watchstander.
- \_\_\_\_\_ Explain the significance of giving your full attention.
- \_\_\_\_\_ Explain why military/Coast Guard slang or acronyms should never be used when talking to the public.
- \_\_\_\_\_ Explain the necessity of remaining calm and not raising the voice despite the severity of the situation.

**MENTOR COMMENTS:**

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## Task ATQ-02-02-TCO

**Task:** State VHF/FM Marine Band Distress and Radio Frequencies

### References:

- a. [Auxiliary Operations Policy Manual, ANNEX 4](#) COMDTINST M16798.3 (series)
- b. Chapter 11 [Boat Crew Seamanship Manual](#), COMDTINST M16114.5 (series)
- c. [Telecommunications Manual \(TCM\), COMDTINST M2000.3 \(series\)](#)
- d. Chapter 3, [Radiotelephone Handbook](#), COMDTINST M2300.7 (series)
- e. [AUXCOM course](#)
- f. [Appendix I](#)

**Conditions:** Task may be performed at any location at any time.

**Standards:** The trainee must, without error, state standard working and distress frequencies.

### Performance Criteria:

- \_\_\_\_\_ State which channel or frequency is the international safety, distress and calling frequency and what it may be used for.
- \_\_\_\_\_ State which channels or frequencies are the primary and secondary working channels/frequencies for the station, or unit, and adjacent stations.
- \_\_\_\_\_ State which channel or frequency is used for "Bridge to Bridge" communications and what it may be used for.
- \_\_\_\_\_ State the international ship-to-ship channel or frequency and what it may be used for.
- \_\_\_\_\_ State the primary liaison channel or frequency for communications between non-government and Coast Guard vessels and stations as well as two broadcasts it is routinely used for.
- \_\_\_\_\_ Name two command and control channels or frequencies.

### MENTOR COMMENTS:

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## Task ATQ-02-03-TCO

**Task:** Identify and explain Standard Radio Urgency Calls/Signals

### References:

- a. [Auxiliary Operations Policy Manual, ANNEX 4](#) COMDTINST M16798.3 (series)
- b. Chapter 11 [Boat Crew Seamanship Manual](#), COMDTINST M16114.5 (series)
- c. Chapter 2, [Radiotelephone Handbook](#), COMDTINST M2300.7 (series)
- d. [AUXCOM course](#)

**Conditions:** Task should be performed at any time at any location by naming and explaining the significance or use of each signal when presented using simulated or actual signals by the mentor or telecommunications staff officer.

**Standards:** In response to the mentor or telecommunications staff officer, the trainee must, without error, identify and explain verbally the signals listed below.

### Performance Criteria:

- \_\_\_\_\_ Identify and explain MAYDAY signal.
- \_\_\_\_\_ Identify and explain S-O-S signal.
- \_\_\_\_\_ Identify and explain PAN-PAN signal.
- \_\_\_\_\_ Identify and explain SECURITY signal.
- \_\_\_\_\_ Identify and explain two main types of Electronic Position Indicating Radio Beacons (EPIRBs) and basic operation of each type.

### MENTOR COMMENTS:

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## Task ATQ-03-01-TCO

**Task:** Identify Routine Information on a Nautical Chart (or optionally, a Corps of Engineers River Chart where appropriate)

### References:

- a. Chapter 14 [Boat Crew Seamanship Manual](#), COMDTINST M16114.5 (series)
- b. [Chart No. 1, Nautical Chart Symbols and Abbreviations](#).

**Conditions:** Task should be performed ashore, at any time, using chart (s) of the area. Trainee must accomplish tasks without prompting or use of a reference.

**Standards:** In response to the mentor, the trainee must, without error, identify the different parts of a nautical chart (or optionally, a Corps of Engineers River Chart where appropriate).

### Performance Criteria:

- \_\_\_\_\_ Identify the latitude and longitude scale
- \_\_\_\_\_ Identify one nautical mile using the latitude scale, or other method
- \_\_\_\_\_ Identify fathom/feet curves
- \_\_\_\_\_ Identify the sounding measurement.
- \_\_\_\_\_ Identify the general information block.
- \_\_\_\_\_ Identify the miles and yards scale.
- \_\_\_\_\_ Identify buoy symbols.
- \_\_\_\_\_ Identify the symbols for prominent landmarks printed on the chart.
- \_\_\_\_\_ identify the compass rose and explain its function/use.
- \_\_\_\_\_ Identify the symbol for wreck, rock, or submerged object.
- \_\_\_\_\_ Provide magnetic and true bearings to/from a fixed object on a chart
- \_\_\_\_\_ Successfully plot the location of a point on the chart from given latitude-longitude coordinates.
- \_\_\_\_\_ Successfully identify a point on the chart by defining its latitude-Longitude coordinates.

### MENTOR COMMENTS:

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_



## Task ATQ-03-02-TCO

**Task:** Identify and locate information from Coast Pilot and Light List/Tide Tables.

*This task is optional for AORs where nautical charts, Coast Pilot and Light List data do not apply, such as some lakes and inland areas.*

### References:

- a. [United States Coast Pilot, Vol. 1-9, as applicable.](#)
- b. [Light List, Vol. 1-7, as applicable, COMDTINST M16502 \(series\)](#)
- c. NOAA Tide Tables, as applicable
- d. NOAA or Corps of Engineers Charts, as applicable.

**Conditions:** Task should be performed ashore, at any time, using Light List and Coast Pilot entries and charts for the local area. Trainee must accomplish task without prompting or use of a reference other than those indicated in Task References.

**Standards:** Trainee must identify, without error, data in the publication and locate the items on local nautical charts.

### Performance Criteria:

- \_\_\_\_\_ Read instructions in Light List for description of columns.
- \_\_\_\_\_ Identify aids in Light List that pertain to operational area and locate them on the chart.
- \_\_\_\_\_ Read sailing directions in Coast Pilot for area of operation, if applicable.
- \_\_\_\_\_ Read NOAA Tide Table instructions for area of operation, if applicable.
- \_\_\_\_\_ Determine time/height of high tide, if applicable.
- \_\_\_\_\_ Determine time/height of low tide, if applicable.

### MENTOR COMMENTS:

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## Task ATQ-03-03-TCO

**Task:** Identify Contact Telephone Numbers for Available Resources within Area of Responsibility (AOR)

### References:

- a. Local Telephone Directories
- b. [Chapter 2, National Search and Rescue Manual \(SAR\), Vol. 1, COMDTINST M16120.5 \(series\)](#)

**Conditions:** Task should be performed ashore, at any time, using directories and unit resource files containing organizations, agencies and resources available for SAR support in local area. Trainee must accomplish without prompting.

**Standards:** Trainee must, without error, identify potential SAR resources contained in directories and unit resource files.

### Performance Criteria:

- \_\_\_\_\_ Locate telephone numbers of local Coast Guard units
- \_\_\_\_\_ Locate telephone numbers of local Auxiliary unit operations officer and other key personnel
- \_\_\_\_\_ Locate telephone numbers of local law enforcement agencies including maritime agencies (harbor patrols, harbor masters)
- \_\_\_\_\_ Locate telephone number of local fire department
- \_\_\_\_\_ Locate telephone number of local paramedics.

### MENTOR COMMENTS:

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## Task ATQ-04-01-TCO

**Task:** Respond to a Non distress Vessel Incident

### References:

- a. [Chapter 2, National Search and Rescue Manual \(SAR\), Vol. 1, COMDTINST M16120.5 \(series\)](#)
- b. [Appendix B Reading Assignment](#)
- c. [Appendix C Reading Assignment](#)

**Conditions:** Task may be performed at any time using the initial SAR Check Sheet from the above listed Reference (a). Given a scenario of a routine SAR incident, not requiring immediate assistance, by a mentor: the trainee must, by asking questions without prompting, elicit all information necessary to prosecute the case. The incident scenario should be given verbally simulating, as closely as possible, the actual communications watch environment including the use of proper radio procedure.

**Standards:** The trainee must accurately and completely, a minimum of three times, without error or prompting, in a simulated environment, elicit all information necessary and then complete the Incident Check-Off Sheet.

### Performance Criteria:

- \_\_\_\_\_ Respond to initial call and establish communications.
- \_\_\_\_\_ Take proper steps to switch communications to a working frequency/channel. including procedures for switching back if communications are not established on the new channel.
- \_\_\_\_\_ Obtain location of the distressed vessel.
- \_\_\_\_\_ Obtain number of persons on board (POB).
- \_\_\_\_\_ Obtain nature of distress.
- \_\_\_\_\_ Obtain description of vessel requesting assistance.
- \_\_\_\_\_ Obtain information regarding the on-scene weather.
- \_\_\_\_\_ Inform senior watch personnel and determine case severity.
- \_\_\_\_\_ Transmit standard response to a request for vessel assistance when OOD/GDO or command cadre determine the case to be non-distress.
- \_\_\_\_\_ Advise the vessel that the Coast Guard will assist in contacting any specifically requested alternate assistance.
- \_\_\_\_\_ Offer to make a Marine Assistance Request Broadcast (MARB).
- \_\_\_\_\_ Simulate broadcasting a MARB using the format given in reference (a).of Appendix C.
- \_\_\_\_\_ State when a communication schedule would be required and the Coast Guard's response if a mariner fails to meet the established schedule.
- \_\_\_\_\_ State when the Coast Guard's responsibility for the safety of a distressed vessel ends and why.

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

**MENTOR COMMENTS:**

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## Task ATQ-04-02-TCO

**Task:** Respond to a Distressed Vessel Incident

### References:

- a. [Chapter 2, National Search and Rescue Manual \(SAR\), Vol. 1, COMDTINST M16120.5 \(series\)](#)
- b. [Appendix B Reading Assignment](#)
- c. [Appendix C Reading Assignment](#)
- c. [Auxiliary Operations Policy Manual, ANNEX 4](#) COMDTINST M16798.3 (series)

**Conditions:** Task may be performed at any time using a SAR Incident Check Sheet from the above listed Reference (a) and applicable supplemental sheets. Given a scenario of a SAR incident requiring immediate assistance by the mentor; the trainee must by asking questions and without prompting, elicit all information necessary to prosecute the case. The incident scenario should be given verbally simulating as closely as possible, the actual communications watch environment including the use of proper radio procedure.

**Standards:** The trainee must accurately and completely, a minimum of three times, without error or prompting, elicit all information necessary and complete the Incident Check-Off Sheet.

### Performance Criteria:

- \_\_\_\_\_ Response to initial call and establish communications...
- \_\_\_\_\_ Obtain location of distressed unit.
- \_\_\_\_\_ Obtain number of persons on board (POB).
- \_\_\_\_\_ Obtain nature of distress.
- \_\_\_\_\_ Obtain description of vessel requesting assistance.
- \_\_\_\_\_ Inform all persons on board to put on life jackets.
- \_\_\_\_\_ Obtain information regarding the on-scene weather.
- \_\_\_\_\_ Inform the OIA or cognizant CG unit of situation and communications information.
- \_\_\_\_\_ Obtain guidance as to further action, including whether a MARB or UMIB would be appropriate or whether any supplemental information is needed to assist in rescue efforts.
- \_\_\_\_\_ When continuing action from the ACU, inform the vessel of any Coast Guard action being taken.
- \_\_\_\_\_ Inform vessel of rescue craft estimated time of arrival.
- \_\_\_\_\_ After ensuring case is under control, take proper steps to switch communications

**Mentor/Instructor's Name** \_\_\_\_\_ **EMPID** \_\_\_\_\_

**Mentee Name** \_\_\_\_\_ **EMPID** \_\_\_\_\_

to a working frequency, including procedures for switching back if communications are not established on the new channel.

**MENTOR COMMENTS:**

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## Task ATQ-05-01-TCO

**Task:** Provide Appropriate Navigational Assistance to the Public

**Reference:** [Appendix B Reading Assignment](#)

**Conditions:** Task should be performed at any time with the aid of navigational charts and use of nautical publications for the area.

**Standards:** The trainee must identify, without error, the standard navigational information that may be passed to mariners and explain the dangers of passing non-standard information.

### Performance Criteria:

State Standard navigational information that may be passed to mariners including the following:

- \_\_\_\_\_ Characteristics of lights
- \_\_\_\_\_ Magnetic bearings between charted objects
- \_\_\_\_\_ Charted range bearings
- \_\_\_\_\_ Charted depth of water
- \_\_\_\_\_ Charted hazards
- \_\_\_\_\_ Radio beacon frequencies
- \_\_\_\_\_ Charted buoy positions
- \_\_\_\_\_ Lat/long of charted objects
- \_\_\_\_\_ Loran-C TD coordinates

State non-standard information that may not be passed to mariners including the following:

- \_\_\_\_\_ Compass courses
- \_\_\_\_\_ Deviation
- \_\_\_\_\_ Recommended course lines
- \_\_\_\_\_ Uncharted soundings
- \_\_\_\_\_ Conjecture or personal opinions
- \_\_\_\_\_ Explain the dangers of passing non-standard information

### MENTOR COMMENTS:

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## TASK ATQ-05-02-TCO

**Task:** Pass appropriate Basic Weather information to the public

**References:**

- a. Chapter 11 [Boat Crew Seamanship Manual](#), COMDTINST M16114.5 (series)
- b. National Weather Service forecast.

**Conditions:** Task should be performed at any time, with the aid of NWS weather Messages, nautical publications and stations weather instruments, if available. For weather observations, trainee should report only those conditions the trainee can actually see from the location.

**Standards:** Trainees must accurately identify NWS weather forecasts and describe local weather conditions.

Performance Criteria:

- \_\_\_\_\_ Identify NWS weather forecast message and explain its use.
- \_\_\_\_\_ State sources for providing weather information in the local area including NWS and local VHF-FM broadcast channels.
- \_\_\_\_\_ State observed wind direction and velocity.
- \_\_\_\_\_ State observed sea direction and height.
- \_\_\_\_\_ State observed visibility.
- \_\_\_\_\_ State sources for local area weather warnings

## MENTOR COMMENTS:

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_



## Task ATQ-06-01-TCO

**Task:** Demonstrate knowledge of OPS Normal/Position Reports

### References:

- a. [Auxiliary Operations Policy Manual, ANNEX 4](#) COMDTINST M16798.3 (series)
- b. Chapter 14 & 15 [Telecommunications Manual \(TCM\) COMDTINST M2000.3 \(series\)](#)

**Conditions:** Task should be performed ashore, at any time. Trainee must accomplish task without prompting.

**Standards:** In response to the mentor or telecommunications staff officer, the trainee must, without error, demonstrate proficient knowledge of "Ops Normal/Position Report schedules.

### Performance Criteria:

- \_\_\_\_\_ Explain purpose of "Operations Normal" Position Reports.
- \_\_\_\_\_ Explain Commandant's policy regarding "Ops Normal" Position Reports with fixed wing aircraft, both single and multi-engine
- \_\_\_\_\_ Explain Commandant's policy regarding "Ops Normal" Position Reports with rotary wing aircraft.
- \_\_\_\_\_ Explain Commandant's policy regarding "Ops Normal" Position Reports with Coast Guard small boats.
- \_\_\_\_\_ Explain policy regarding reducing interval between "Ops Normal" Position reports in unique operating conditions (i.e. surf, cold weather, fog, etc).

## MENTOR COMMENTS:

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## Task ATQ-06-02-TCO

**Task:** Demonstrate knowledge of Lost Communications Procedures

**References:**

- a. Chapter 14 & 15 [Telecommunications Manual \(TCM\) COMDTINST M2000.3 \(series\)](#)
- b. [Appendix D](#)

**Conditions:** Task should be performed ashore, at any time. Trainee must accomplish task without prompting.

**Standards:** In response to the mentor or telecommunications staff officer, the trainee must, without error, demonstrate proficient knowledge of "Lost Comms" procedures.

**Performance Criteria:**

- \_\_\_\_\_ Demonstrate knowledge and understanding of Commandant Policy and procedure regarding "Lost Comms" with Coast Guard and Auxiliary aircraft.
- \_\_\_\_\_ Demonstrate knowledge and understanding of Commandant Policy and procedure regarding "Lost Comms" with Coast Guard and Auxiliary small boats.
- \_\_\_\_\_ Demonstrate knowledge and understanding of unit contingency plans regarding areas within an AOR that may contain coverage gaps

### MENTOR COMMENTS:

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## Task ATQ-06-03-TCO

**Task:** Explain the need for and process of filing a Float Plan

**Reference:**

[Appendix C Reading Assignment](#)

**Conditions:** Task should be performed ashore, at any time. Trainee must accomplish task without prompting.

**Standards:** The trainee must, without error, demonstrate communications with an actual or simulated coxswain to establish a Float Plan and must demonstrate proficient knowledge of procedures for “deviation” from the original plan.

**Performance Criteria:**

- \_\_\_\_\_ Explain what a “Float Plan” is and why it’s necessary to establish a Float Plan prior to getting a boat underway.
- \_\_\_\_\_ Identify and record the minimum parts of a “Float Plan”.
- \_\_\_\_\_ Explain coxswain’s responsibility if there is deviation from the original Float Plan

### MENTOR COMMENTS:

Mentor/Instructor’s Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## Task ATQ-06-04-TCO

**Task:** Demonstrate correct procedure for participating in a Directed Net

### References:

- a. [Auxiliary Operations Policy Manual, ANNEX 4](#) COMDTINST M16798.3 (series)
- b. [Appendix E](#)

**Conditions:** Task should be performed ashore, at any time. Trainee must accomplish task without prompting.

**Standards:** In response to the mentor or telecommunications staff officer, the trainee must, without error, demonstrate proficient knowledge of procedures.

### Performance Criteria:

- \_\_\_\_\_ Detail differences between standard operations and net operations.
- \_\_\_\_\_ Specify the correct response by the operator of an Auxiliary radio station to an "all Stations this Net" broadcast by the Net control Station (NECOS)
- \_\_\_\_\_ If you are requested to make a net check-in call on behalf of the NECOS and you are able to comply, the correct response on the air is" \_\_\_\_\_'.
- \_\_\_\_\_ Detail the difference between a directed net and a free net.
- \_\_\_\_\_ Explain the difference between a full call sign and an abbreviated call sign.
- \_\_\_\_\_ Demonstrate response to different instructions from net control.

### MENTOR COMMENTS:

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## TASK ATQ-07-01-TCO

**Task:** Explain the role of Net Control Station in Directed Net

### References:

- a. [Auxiliary Operations Policy Manual, ANNEX 4](#) COMDTINST M16798.3 (series)
- b. [Telecommunications Manual \(TCM\) COMDTINST M2000.3 \(series\)](#)
- c. [Radiotelephone Handbook](#), COMDTINST M2300.7 (series)
- d. [Appendix E](#)
- e. Chapter 6 ACP125 [Allied Communication Publications](#), Communications Instructions, Radio Telephone Procedures.

**Conditions:** Tasks should be performed ashore, at any time. Trainee must accomplish task without prompting.

**Standards:** In response to the mentor or telecommunications staff officer, the trainee must, without error, demonstrate proficient knowledge of procedures.

### Performance Criteria:

- \_\_\_\_\_ Explain the role of ANECOS (Alternate Net Control Station) versus NECOS for a directed net.
- \_\_\_\_\_ Identify two conditions when NECOS should shift a net to a secondary frequency
- \_\_\_\_\_ Describe the correct process for dealing with stations checking into a net with incorrect procedures.
- \_\_\_\_\_ Describe the contents of a report of net participation to the next higher echelon of the division or net structure.
- \_\_\_\_\_ Describe three characteristics of a station to be designated as ANECOS.

## MENTOR COMMENTS:

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_

## Task ATQ-07-02-TCO

**Task:** Demonstrate correct procedures for managing a Directed Net

### References:

- a. [Auxiliary Operations Policy Manual, ANNEX 4](#) COMDTINST M16798.3 (series)
- b. [Telecommunications Manual \(TCM\) COMDTINST M2000.3 \(series\)](#)
- c. [Radiotelephone Handbook](#), COMDTINST M2300.7 (series)
- d. [Appendix E](#).
- e. Chapter 6 ACP125 [Allied Communication Publications](#), Communications Instructions, Radio Telephone Procedures.

**Conditions:** Task should be performed ashore, at any time. Trainee must accomplish task without prompting.

**Standards:** In response to the mentor or telecommunications staff officer the trainee must, without error, demonstrate proficient knowledge of procedures.

### Performance Criteria:

- \_\_\_\_\_ Detail differences between standard operations and net operations.
- \_\_\_\_\_ Demonstrate a correct net call-up transmission
- \_\_\_\_\_ Write a "net specific" preamble.
- \_\_\_\_\_ Demonstrate a request on the part of NECOS for a relay
- \_\_\_\_\_ Demonstrate a request, on the part of a station (not NECOS), for a relay.
- \_\_\_\_\_ Simulate an "ad hoc" request for a stations to take over as NECOS.
- \_\_\_\_\_ Demonstrate ability to properly manage net participants during simulated operations.

### MENTOR COMMENTS:

Mentor/Instructor's Name \_\_\_\_\_ EMPID \_\_\_\_\_

Mentee Name \_\_\_\_\_ EMPID \_\_\_\_\_



**APPENDIX H**

**PROWORDS**

Procedure words (prowords) are words and phrases used to speed the transmission of radiotelephone messages. The table shown below contains a list of prowords together with an explanation of each.

<b>PROWORD</b>	<b>MEANING</b>
ALL AFTER	All [message contents] after
ALL BEFORE	All [message contents] before
BREAK	Separation of text from other portions of the message
CORRECTION	Error
DISREGARD THIS TRANSMISSION	This transmission is in error-disregard it
FIGURES	Numerals or numbers to follow
FROM	Originator's sign
INFO	The addressee (s) designation immediately following are addressed for information
INITIAL	The following phonetic equivalent is to be recorded as a single letter initial
I READ BACK	The following is my response to the instructions to read back
I SAY AGAIN	I am repeating transmissions or portion indicated
I SPELL	I shall spell the next word phonetically
I VERIFY	I have verified with originator and am repeating
MESSAGE	A message requiring recording is about to follow
OUT	End of transmission: no receipt required (Never used with OVER)

OVER	Go ahead, or this is the end of my transmission, a reply is expected (Never used with OUT)
READ BACK	Repeat this entire transmission back exactly as received
RELAY (TO)	Transmit this message to all addressees immediately following
ROGER	I have received your last transmission satisfactorily
SAY AGAIN	Repeat
SPEAK SLOWER	Your transmission is too fast a speed-send slower
THAT IS CORRECT	Correct
THIS IS	From
TIME	What follows is time or Date-Time Group of this message
TO	Action address
UNKNOWN STATION	Unknown station
VERIFY	Verify with originator and repeat
WAIT	I must pause for a few seconds
WAIT OUT	I must pause for more than a few seconds
WILCO	I have received your message, I understand, and I will comply
WORD AFTER	Word after
WORD BEFORE	Word before
WORD TWICE	Communication is difficult-transmit each phrase twice (Can be used as an order or a request)
WRONG	Your last transmission was incorrect – the correct version is a.....



**APPENDIX I**

VHF-FM MARINE BAND CHANNEL ASSIGNMENTS (FREQUENCY IN MHz )

CHANNEL	SHIP	COAST	USE
16	156.800	156.800	Distress and Calling
06	156.300	156.300	Intership Safety
13	156.650	156.650	Bridge-to-bridge
15		156.750	Environmental
17	156.850	156.850	State Control
70	156.525	156.525	Digital Selective Calling
65	156.275	156.275	Port operations for intership
66	156.325	156.325	and ship
12	156.600	156.600	to coast.
73	156.675	156.675	Same.
14	156.700	156.700	Same.
74	156.725	156.725	Same.
20	156.000	161.600	Same.
07	156.350	156.350	Commercial use for
09*	156.450	156.450	intership and ship
10	156.500	156.500	to coast.
11	156.550	156.550	Same.
18	156.900	156.900	Same.
19	156.950	156.950	Same.
79	156.975	156.975	Same.
80	157.025	157.025	Same.
67	156.375		Commercial use for
08	156.400		intership only.
77	156.875		Same.
88	157.425		Same.
68	156.425	156.425	Noncommercial use
69	156.475	156.475	intership and ship
71	156.575	156.575	to coast..
78	156.925	156.925	

<u>CHANNEL</u>	<u>SHIP</u>	<u>COAST</u>	<u>USE</u>
72	156.625		Intership only..
24	157.200	161.800	Public Correspondence
84	157.225	161.825	ship to coast.
25	157.250	161.850	(Telephone channels)
85	157.275	161.875	Same
26	157.300	161.900	Same
86	157.325	161.925	Same
27	157.350	161.950	Same
87	157.375	161.975	Same
28	157.400	162.000	Same

**\*Channel 9 is an alternate calling channel for recreational vessels**

VHF-FM Coast Guard Working Frequencies

CHANNEL	SHIP	COAST	USE
21A	157.05	157.05	Intra-Coast Guard VHF-FM working frequency for units in maritime mobile operations.
22A	157.100	157.100	Primary VHF-FM liaison frequency for communications between Coast Guard units and civilian stations. It is also used for making Coast Guard Marine Information and Marine Assistance Request Broadcasts (MARBs).
23A	157.15	157.15	Intra-Coast Guard VHF-FM working frequency used for communications between Coast Guard units working in maritime mobile operations.
81A	157.075	157.075	Intra-Coast Guard VHF-FM working frequency for units in maritime mobile operations.
83A	157.175	157.175	Intra-Coast Guard VHF-FM working frequency for units in maritime mobile operations.